



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office of the Chief Information Officer
High Performance Computing and Communications

August 22, 2019

Ben Welsh
DEPT MR 68513
411A Highland Ave
Somerville, MA 02144

Re: FOIA Request DOC-NOAA-2019-000631

Dear Mr. Welsh:

This letter responds to your Freedom of Information Act (FOIA) request entered into FOIAonline (FO), our request tracking database, on 02/06/2019. Your request tracking number is DOC-NOAA-2019-000631.

You requested: *A copy of any and all style guides that govern how NOAA creates and formats information graphics and data visualizations.*

You can retrieve this public record via our online style guide located at:

<https://www.cio.noaa.gov/noaa-style-guide/index.html>

You have the right to file an administrative appeal if you are not satisfied with our response to your FOIA request. All appeals should include a statement of the reasons why you believe the FOIA response was not satisfactory. An appeal based on documents in this release must be received within 90 calendar days of the date of this response letter at the following address:

Assistant General Counsel for Employment, Litigation, and Information
U.S. Department of Commerce Room 5896
1401 Constitution Ave. NW
Washington, DC 20230

An appeal may also be sent by email to FOIAAppeals@doc.gov or by FOIAonline at <https://foiaonline.gov>.

For your appeal to be complete, it must include the following items:

- a copy of the original request,
- our response to your request,
- a statement explaining why the withheld records should be made available, and why the denial of the records was in error.
- “Freedom of Information Act Appeal” must appear on your appeal letter. It should also be written on your envelope, email subject line, or your fax cover sheet.

FOIA appeals posted to the email box, FOIAonline, or Office after normal business hours will be deemed received on the next business day. If the 90th calendar day for submitting an appeal falls on a Saturday, Sunday or legal public holiday, an appeal received by 5:00 p.m., Eastern Time, the next business day will be deemed timely. FOIA grants requesters the right to challenge an agency's final action in federal court. Before doing so, an adjudication of an administrative appeal is ordinarily required.

The Office of Government Information Services (OGIS), an office created within the National Archives and Records Administration, offers free mediation services to FOIA requesters. They may be contacted in any of the following ways:

Office of Government Information Services
National Archives and Records Administration
Room 2510
8601 Adelphi Road

College Park, MD 20740-6001
Email: ogis@nara.gov

Phone: 301-837-1996
Fax: 301-837-0348
Toll-free: 1-877-684-6448

If you have questions regarding this correspondence please contact Althea Lee at foia@noaa.gov or the NOAA FOIA Public Liaison Ed Kearns at (828) 273-1998. Please refer to your FOIA request tracking number DOC-NOAA-2019-000631 when contacting us.

Sincerely,



Lola Stith
NOAA FOIA Office